

MEETING MINUTES

COUNTY-CITY GIS COMMITTEE

Meeting Date and Time:
06-08-00 @ 1:00 p.m.

Meeting Type: Regular, Full Committee

Meeting Location:
Second Floor Conference Room, City Hall

Members Present:

DeKalb County:
Stump, Brad – GIS Coordinator
Strong, Mark – Surveyor
Reymann, Sarah – DeKalb County SWCD
Miles, Connie – County Commissioner
Rowe, Sally – Building Commissioner

City of Auburn:
Schweitzer, Chris – GIS/MIS Manager
Bruns, Steve – City Engineer
Berndt, Craig – Administrator, Dept. of Bldg., Planning & Development

City of Butler:
Schweitzer, Amy - Planner

Others Present:

Rothenhofer, Pat – DeKalb Co, Data Processing Manager (for Bruce Damerell)

Meeting Minutes By:

Brad Stump

Items Discussed

1. *Pilot Project Status Update*
 - 1.1. Chris informed the Committee that ASI had been given the notice to proceed on May 19th, 2000 and that full production was to have begun the following Monday. The first deliverable is scheduled for the end of June.
2. *County Connectivity Status.*
 - 2.1. Brad informed the Committee that the County has signed the Connectivity Agreement. It had been previously signed by the City of Auburn Board of Works. The City is only waiting on the County's word to go ahead and install the additional fiber and switches. The agreement was presented to the County Council on June 5th so they were informed from a funding standpoint and they gave their support to the project.
3. *County – City of Garrett inter-local agreement status*
 - 3.1. According to e-mail from Garrett City Plan Director Steve Bingham, the City of Garrett has had their attorney review the inter-local MOU and inter-local agreement # 1B. Their attorney stated that, in his opinion, the agreements are a benefit to the City and he recommends that they be signed. Steve plans to present the documents to the Garrett Board of Works BOW at their June 20th meeting.
4. *ArcSDE Server Consulting*
 - 4.1. Chris informed the Committee that ESRI had sent a consultant to Auburn as planned to assist in the installation and tuning of ArcSDE on the GIS Server as well as to answer strategic and technical questions. Chris and Brad both stated that this as a very good investment of both time and money. Because of the value of the GIS data to be placed on the server, it makes a great deal of sense to install and configure ArcSDE properly from the very beginning.
5. *ArcIMS status and website development*
 - 5.1. Chris informed the Committee of the plans to install ArcIMS to serve the GIS data to both the county and city employees via the intra-net and the general public via the Internet. The website is under construction and can be reached via the Internet through the official City of Auburn Website at www.ci.auburn.in.us (under "county-city gis"). The site is still in its early stages so many of the links are currently inactive. As the project progresses, more data will be added to the website and the links will be activated when appropriate.
6. *GIS Presentation*
 - 6.1. Brad reminded the members of our planned presentation to the County and City officials scheduled for June 22nd at 7:00 in the City of Auburn Council Chambers. He stressed that it was important for all Committee members to attend for support and to assist in any questions asked by their respective jurisdictions. The Committee intends to showcase the data received thus far, potential uses of the data (both existing planimetric data and future cadastral and utility data), timeline of the project, costs of the project (existing and projected), etc.
7. *Cadastral Project Statements of Qualifications (SOQs)*
 - 7.1. The Committee reviewed the Statements of Qualifications of the following four firms (ASI; Beam, Longest and Neff; The Schneider Corp.; and the Sidwell Company). The Committee discussed each SOQ in an attempt to determine the best-qualified firms to short-list for interviews. As the Committee found when reviewing their

Orthophoto SOQ, Beam, Longest and Neff seemed to bring more project management and less hands-on experience to the table although this was not as strongly indicated as it was in the previous project. Their focus on the Genesis and AutoCAD systems and their use of a sub-contractor to convert the final cadastral files into the ArcInfo format appeared to indicate they did not have a good grasp on the ArcInfo program and concepts. The committee felt that this lack of experience with ArcInfo coupled with the use of a subcontractor for some of the data conversion could create a situation where GIS Committee and the subcontractor would have a difference of opinion on part of the project and B-L-N would be in the middle moderating on a subject that they did not understand. Sidwell's SOQ did not appear to be as comprehensively written as those of ASI and the Schneider Corporation. They showed experience in cadastral conversion and in working with County-City partnerships however they did not come across as strong. The consensus of the committee was that Sidwell was not as strong a candidate as ASI and the Schneider Corporation. Both ASI and the Schneider Corporation presented good, comprehensive SOQs. The Schneider Corporation's SOQ was the best written and covered their proposed work in the most detail. The Schneider Corp. seemed to have less experience in this field although the Committee could not determine whether it is because they still focus on engineering and do not devote enough resources to their GIS department or if it is because they are a relatively new firm in the GIS realm. They seemed to have a significant number of projects ongoing around the State however they are recent projects and few have been completed as of yet. ASI's SOQ, while well written, was not good as the Schneider Corporation's. ASI did demonstrate a firm knowledge of the County and what we are after however this is to be expected because of their involvement in our current landbase project. The Committee decided to short-list two vendors, ASI and the Schneider Corporation pending the outcome of telephone reference checks to be held on Monday at 1:00. The Committee will check references on The Sidwell Company, ASI and The Schneider Corporation. Interviews could take place on June 20th or 21st but Committee members' schedules will need to be checked for conflicts first.

Action Items

- Committee to do phone reference checks Monday June 12th and pick a short -list of vendors to interview.
- Committee to interview vendors on June 21st (date subject to confirmation after Committee members schedules reviewed).
- Committee to work on Cadastral Inter-local agreements.
- City to begin working on Utility Conversion RFQ
- County to prepare timeline and costs for presentation on June 22nd.

Upcoming Meetings

- June 12, 2000 @ 1:00 - Second Floor Conference Room City Hall, telephone reference checks
- June 15, 2000 @ 1:00 - Second Floor Conference Room City Hall
- June 22, 2000 @ 7:00 – Council Chambers, City Hall – presentation to Councils, Commissioners, Boards of Works, etc.